

EPSL AND EFML FORM SUBMISSION INSTRUCTIONS

To notify the district of your need for either Emergency Paid Sick Leave (EPSL) or Emergency Family Medical Leave (EFML) the following documents are required. Failure to complete required forms will result in denial.

- Complete EPSL Request Form
- Complete EPSL – EFML TPSD Paid Leave Request Form
- Complete EFML Form only if you are requesting EFML due to a qualifying reason addressing your child's school closure or unavailable child care this must be completed.

The EPSL Request Form and the EPSL - EFML TPSD Paid Leave Request Form must always be completed and emailed to your immediate supervisor and the Human Resource Department.

